

**POSITION:** Health Science Specialist, GS-601-9**NUMBER OF VACANCIES:** 1 fulltime position.**TYPE OF APPOINTMENT:** Temporary, not to exceed 1 year and 1 day, may be extended or terminated sooner based on workload, staffing or funding**SALARY RANGE:** \$40,126 to \$52,164 per annum**POSITION DESCRIPTION:** 400460**NOTE 1:** Applications received by 12/29/03 will be given first consideration for this position.**NOTE 2:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 4:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 5:** This is a Non-Bargaining Unit position.**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Mental Health Division, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Any US Citizen.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent will serve as study coordinator for clinical research studies within Mental Health and Neurosciences Division. The incumbent will coordinate studies that cross various disciplines working with medically ill patients who have comorbid psychiatric illness. Duties will include managing IRB submissions, tracking protocol compliance, and ensuring the quality of study data. The incumbent must have a thorough knowledge of mental illness, the relationship between medical and substance abuse/psychiatric illness, infectious disease and the psychiatric illness sequelae of medical illness and treatment with medications that can cause side effects. Incumbent will have extensive skills in database management, statistical analysis, and psychiatric symptom rating scales.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-601 series applies and may be reviewed in the Human Resources Management Division.**Basic Requirements:** Bachelors Degree: major study in an academic field related to the health sciences or allied sciences appropriate to the work of the position. **NOTE: Copies of transcripts are required to be submitted with application packet.****Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**Substitution of Education for Experience:** 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree**Rating Factors:** On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS**. **Failure to respond to rating factors will result in applicant not being referred for the position:** 1. Knowledge of mood disorders and PTSD, the relationship between medical and substance abuse/psychiatric illness, infectious disease and the psychiatric illness sequelae of medical illness and treatment with medications that can cause side effects. 2. Ability to coordinate a program made up of multiple and various disciplines, to work with medically ill patients who have comorbid psychiatric illness and to facilitate access to medical care. 3. Ability to coordinate research studies, including managing IRB submissions, tracking protocol compliance, and ensuring data quality. 4. Skills in database management, statistical analysis, and psychiatric symptom rating scales.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- OF-306, "Declaration for Federal Employment" (**REQUIRED**)
- SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (if applicable)
- SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. (**REQUIRED**)
- Appropriate proof of ITAP and CTAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:****Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)****In Portland**VA Medical Center, Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 12/29/03, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.